



Title: I, Payroll/Personnel Manual

Chapter: 7, Time and Attendance Procedures, Section 1, Time and Attendance Instructions

Bulletin: TNAINST 06-1, Fiscal Year-End Reminder

Date: July 6, 2006

To: Holders of the Payroll/Personnel Manual
Agency Personnel Offices
Personnel Officers
Personnel Users Groups
T&A Contact Points

Pay Period 19 is the last pay period of Fiscal Year (FY) 2006. Since FY 2006 ends on the last day of Pay Period 19, no special instructions are required for preparing Pay Period 19 Time and Attendance (T&A) Reports. This bulletin is being issued to provide information regarding accounting distribution as well as a reminder of routine fiscal year-end requirements.

Payroll Accounting

Payroll accounting will be handled as follows:

- All pay, including premium pay, will be charged to FY 2006 accounting.
- A 100 percent estimate for Pay Period 19 will be generated for those agencies having payroll obligation estimates computed by the National Finance Center (NFC).

Stored Accounting

Because of fiscal year-end conversion, do not use Code 1 in the Accounting Data Usage Code field to store accounting classification data in the employee's payroll/personnel database record. You may resume using Code 1 in the Accounting Data Usage Code field in Pay Period 20.

Military Leave Without Pay (LWOP-US)

If an employee is on 80 hours of LWOP-US, the 80 hours should be recorded on the T&A with Transaction Code 71 and Transaction Descriptor Code 04. Failure to submit a T&A in Pay Period 19 will prevent an employee's military leave balance from being updated and rolled over properly.

T&A contact point representatives should ensure that timekeepers are aware of these instructions. **Note:** These instructions do not apply to the Federal Deposit Insurance Corporation.

Please refer questions about NFC processing to the Payroll/Personnel Call Center at **504-255-4630** .

A handwritten signature in dark ink, appearing to read "Bol Vunau". The signature is fluid and cursive, with the first name "Bol" being more prominent than the last name "Vunau".

MARK J. HAZUDA, Director
Government Employees Services Division